

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: OPERATIONS SUPERVISOR - WATER

General Function:

Supervises personnel and the operation of the City's public water system. Performs skilled manual and equipment operation work assignments necessary to construct, maintain and operate all City water distribution facilities, pump stations, reservoirs, telemetry controls, and pressure reducing stations, etc. Position oversees the City's provision of potable water to ensure high quality, sufficient quantity and provided at a reasonable cost.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with fellow employees and with persons outside the City organization.
3. Receives work assignments from the Director of Public Works or Designee. Supervises and works with assigned crew to perform the construction, maintenance repair and operation of pump stations, reservoirs, meters, valves, fire hydrants, mains and telemetry.
4. Prepares weekly, monthly and quarterly work plans within established departmental goals and objectives.
5. Supervises cross connection program, utility locates and detects leaks and provides construction support services.
6. Distributes work assignments to water crew, supervising the work through the completion of projects.
7. Prepares preliminary water division budget. Is responsible for monitoring budgetary expenditures and ensures that expenditures are within the established budget.

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8. Oversees the ordering and purchasing of parts and tools. Maintains stock inventory and records.
9. Operates and maintains a variety of light to moderate heavy equipment.
10. Evaluates the work performance and assignments of water division personnel. Is responsible for water crew training and development.
11. May assume the responsibilities of the Director of Public Works when Director is absent.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of the equivalent GED Certificate. Minimum five (5) years of progressively responsible experience in water distribution with at least two (2) years experience in a supervisory capacity. Must have knowledge of municipal operation and skill in dealing with citizens.

b) Training:

- i) Specialized skill requirements include heavy equipment operation, i.e., back hoes, dump trucks, etc., experience in electronics, hydraulics, and experience in working with plans, specifications and blue prints.
- ii) Requires Water Works Distribution III and Cross Connection Inspector Certifications. Must have a valid Oregon Class I, CDL. OSHA Competent Persons Certificate and Confined Space Entry Training, preferred.

2) Supervision:

Received: Work is performed highly independently under the direction of the Director of Public Works or Designee. Is given broad policies and assigned activities with work reviewed for effectiveness, results obtained and conformance with established rules and regulations.

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Exercised: Directly supervises water utility workers. Has full responsibility for training and assignment of work. With Director of Public Works or Designee's approval, hires, disciplines, terminates, appraises performance, adjusts pay and counsels employees.

3) Communication:

Relationships outside the City organization maintained are with contractors, communicating, sometimes complex verbal information regarding new developments, installation of water mains, etc., South Fork Water and the Cities of Oregon City and Lake Oswego regarding supply of water; vendors and suppliers of goods; testing lab regarding required water samples; utility companies regarding locates and relations with professional organizations (AWWA, APWA).

Contact with other City departments include daily contact with engineering, regarding construction practices; planning and development, regarding new water service development and water billing regarding re-reads, shut offs, turn-ons, etc., and regular contact with fire department regarding hydrant systems.

Is entrusted with confidential or sensitive personnel information, as necessary, relating to the hiring, counseling, performance evaluation, discipline and termination of water division applicants and/or staff.

4) Cognitive Functions:

Work is governed by all Oregon DHSDWP, DEQ, EPA, OSHA, Federal, State, County and City rules and regulations and ordinances governing water systems. Personnel ordinance and union contracts govern supervisory responsibilities.

Develops procedures, systems and methodologies to incorporate new requirements governing public water distribution.

Errors could result in unsafe drinking water, loss of water supply due to failure to monitor water system functions and fire loss due to failure to maintain water system components.

AWWA and APWA manuals, plus past experience and discussions with staff from other jurisdictions, provides precedent for most problems.

The City's water system requires constant innovative solutions to problems that occur due to the City's unique water system.

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Decisions most often made in the course of work include prioritizing work to deal with emergencies and on-going maintenance and operation of system needed to run the water distribution system.

5) Working Conditions:

Adverse working conditions include work in inclement weather, especially when assisting other departments during emergency winter conditions, i.e., sanding and plowing, freezing conditions, etc.

On a regular basis, physical risks exposed to include: work in trenches and at heights; work with electricity; work in traffic; adverse weather and locations (i.e., reservoirs, freeway bridges, ditches), and in areas where construction machinery is operated.

Has normal business hours with responsibility to respond to emergencies, if warranted, receiving a call after hours relating to problems with water system.

6) Resource Accountability:

Day to day direction of all equipment, inventory and structures of water division (\$4 Mil.)

Records maintained include records of all EPA, bi-weekly water samples, meter installation records, back flow prevention records, water production distribution and storage records.

Can commit City resources of \$5000. In absence of the Director of Public Works or Designee, may approve major expenditures. Has responsibility for directing the City's resources assigned in the water division budget for personnel, equipment or materials.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.